

**JOB TITLE:** Public Works Laborer  
**DEPARTMENT:** D.P.W.

**GRADE:** W-1  
**DATE:** April 2006

*The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.*

**DEFINITION:**

Manual work of an unskilled nature on public works construction, maintenance or repair projects; related work as required.

**SUPERVISION RECEIVED:**

Works under close supervision of the Foreman, Assistant Superintendent and/or Superintendent

**SUPERVISION EXERCISED:** None.

**DISTINGUISHING CHARACTERISTICS:**

Performs a variety of routine and repetitive tasks with work checked during progress and upon completion for satisfactory performance.

Acts as helper in assisting maintenance persons and skilled workers in any area of public works operations.

**ESSENTIAL FUNCTIONS:**

*The essential functions of duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.*

**EXAMPLES OF WORK:**

**Highway:**

Assists in the operation, repair and maintenance of various roadway functions, i.e. patching of potholes, water trenches, the cleaning of catch-basins and fence work repair. During snow and ice operations, plowing with pickup trucks, performs hand shoveling of steps, walkways and entrances to all town buildings and schools.

**Parks & Cemeteries:**

Performs grounds man duties in tree trimming and removal programs, loading branches and debris; performs rough handyman work in painting or similar activities, may participate in custodial duties.

Rakes leaves from public streets, parks, cemeteries and other municipal areas; mows and rakes grass; trims shrubbery. Assist in grading playgrounds and athletic areas. Sweeps and removes material in street or sidewalk cleaning programs. During snow and ice operations, plowing with pickup trucks, performs hand shoveling of steps, walkways and entrances to all town buildings and schools.

**Sewer and Water:**

In accordance with established policies and procedures

Primary responsibility reading of water meters;

Assists in pipe laying, installing water meters and shut-off valves, installing water and sewer services,

**DESIRABLE QUALIFICATIONS:**

**Train and Experience:** High school graduate.

**Knowledge, Abilities and Skills:** Some general knowledge of tools and equipment used in maintenance and repair, is essential; ability to perform heavy manual tasks, i.e. loading and unloading of sand and gravel and the lifting and moving of heavy furniture or equipment; the ability to communicate, both verbally and written, is a prerequisite, as well as possessing the ability to understand and carry out oral and written instructions.

**SPECIAL REQUIREMENTS:**

Possession of Class C driver's license issued by the Registry of Motor Vehicles.

**TOOLS AND EQUIPMENT USED:**

Hand tools, shovels, rakes, lawn mower, sheers, brooms, spraying apparatus, power pumps, paving breakers, light motorized equipment, pickup trucks, chain and pipe cutting saws, plate compactor and ditch pumps.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, trenches and/or confines spaces; using appropriate safety equipment and procedures. The employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. Appropriate safety precautions should be used to protect self and other employees from any danger.

The noise level in the work environment is usually moderate.

New: October 76

Revised: April 96

Revised: April 06